

1. TITLE	<b>MANAGEMENT OF PERSONAL DATA OF MEMBERS OF THE ADMINISTRATIVE BOARD AND ADVISORY BOARD</b>
2. REF NUMBER	<b>DPR-08</b>

**PART I (PUBLIC)**

CONTROLLER/S OF THE DATA PROCESSING OPERATION	
3. CONTROLLER	<b>EXECUTIVE DIRECTOR</b> EUROPEAN AGENCY FOR FISHERIES CONTROL (EFCA) AVDA. GARCÍA BARBÓN, 4, E-36201 VIGO
ORGANISATIONAL UNIT	Office of the Executive Director
CONTACT PERSON/S	Eva MADARIAGA +34 986 12 06 15 administrative-board at efca.europa.eu
4. DATA PROTECTION OFFICER (DPO)	Stefano DONADELLO +34 986 12 06 24 EFCA-DPO at efca.europa.eu

WHERE APPLICABLE:

5. JOINT CONTROLLER	N/A
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WHERE APPLICABLE:

6. PROCESSOR	N/A
EXTERNAL CONTACT	N/A

7. PURPOSE/S	<p><b>Management and organisation of the meetings of the Administrative and Advisory Boards, including management of: lists for contacts, invitations, participants, minutes of the meetings, distribution of minutes and other documents, follow-up of meetings and actions, information sharing, including contact details, declarations of interest, résumés/summary CVs, etc.</b></p> <p><b>For the Administrative Board, also management of confidentiality undertakings.</b></p> <p><b>In particular, publication of the list of names and whom they represent (MS/ COM/Advisory Council) of Administrative Board members and Advisory Board representatives on EFCA</b></p>
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<sup>1</sup> Regulation (EU) [2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

	<p><b>website to give information to the public on the members, alternates and the general composition of the Administrative Board and Advisory Board.</b></p> <p><b>In addition, the publication of minutes of Administrative Board and Advisory Board meetings together with list of participants and publication of declarations of interest and résumés/summary CVs of both Administrative and Advisory Board members.</b></p>
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8. CATEGORIES OF DATA SUBJECTS		EFCA STAFF (TA, CA, SNE)
		EFCA EXTERNAL STAFF, TRAINEES
	<input checked="" type="checkbox"/>	OTHER. PLEASE SPECIFY:
		Members and alternates of the Administrative and Advisory Board, and their families.
8BIS. CATEGORIES OF PERSONAL DATA	<input checked="" type="checkbox"/>	NAME AND SURNAME
	<input checked="" type="checkbox"/>	CONTACT DETAILS
	<input checked="" type="checkbox"/>	EDUCATION, TRAINING, EMPLOYMENT
	<input checked="" type="checkbox"/>	FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES
	<input checked="" type="checkbox"/>	FINANCIAL DETAILS
		OTHER
	<p>Further details:</p> <p>For the Administrative Board: name including title and function, contact details, commitment of independence, declaration of interest, résumé/ summary CV confidentiality undertaking, letters of appointment from Member States. In particular, as regards declarations of interest: previous or current employments, other membership/ affiliations or professional activities, ownership or other investment including shares, membership of a managing body or entity, (research) funding received, intellectual property rights, membership, role or affiliation in organisations/ bodies/clubs. Household members (spouse/ partner, dependent children) current activity and financial interests.</p> <p>For the Advisory Board: name including title and function, contact details, declaration of interest, résumé/ summary CV. In particular, as regards declarations of interest: previous or current employments, other membership/ affiliations or professional activities, ownership or other investment including shares, membership of a managing body or entity, (research) funding received, intellectual property rights, membership, role or affiliation in organisations/ bodies/ clubs. Household members (spouse/ partner, dependent children) current activity and financial interests.</p>	
9. TIME LIMIT	<p>Paper documents: Retention period of 5 years after the person in question ceased to be a member of the Administrative or Advisory Board (to allow possible review of nominations and for budgetary and audit purposes in accordance with EFCA Financial Regulation)</p> <p>Personal data published on the website: Dol to be replaced by next annual Dol, résumé/ summary CV to be replaced by updated résumé/ summary CV received. Names of the Administrative or Advisory Board members, Dol, résumé/summary CV to be deleted when person in question ceases to be a member of the respective Board.</p>	
10. RECIPIENTS		DESIGNATED EFCA STAFF
		CONTRACTORS
		EU INSTITUTIONS AND BODIES
		MEMBER STATES AUTHORITIES
	<input checked="" type="checkbox"/>	OTHER
	<p>Further details:</p> <p>Non-sensitive information is public. In case of special categories of personal data, the recipients of the data are as follows:</p> <ul style="list-style-type: none"> <li>- Secretariat of the Executive Director staff</li> <li>- Executive Director</li> <li>- Policy Officer</li> <li>- Communication Officer</li> <li>- Legal Officer</li> </ul> <p>In case of investigation/disciplinary procedure or audit:</p> <ul style="list-style-type: none"> <li>- Auditors (IAS, ECA)</li> <li>- Internal Auditor</li> <li>- OLAF</li> <li>- Persons fulfilling functions in administrative proceedings or disciplinary procedures</li> </ul>	
11. ARE THERE ANY TRANSFERS OF PERSONAL DATA <u>OUTSIDE THE EU/EEA</u> ?		
YES	NO	
	<input checked="" type="checkbox"/>	TO THIRD COUNTRY RECIPIENTS
		N/A

	<input checked="" type="checkbox"/>	TO INTERNATIONAL ORGANISATIONS	N/A
<input checked="" type="checkbox"/>		PUBLISHED ON THE INTERNET	EFCA WEBSITE
<b>IF YES, ON WHAT GROUNDS?</b>			
<p>WEB. Legal basis: Regulation 2019 /473, Art. 33(2) and 37.  Art. 7 and Point 11 of the Annex to AB Decision 14-II-8(1) of 17 October 2014 adopting the policy on the prevention and management of conflicts of interest of the European Fisheries Control Agency as amended, for declarations of interest and résumés/ summary CVs.</p>			
<b>12. GENERAL DESCRIPTION OF SAFEGUARDS TAKEN</b>			
<p>A number of technical and organisational measures have been put in place by the Agency. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.</p>			
<b>13. SPECIFIC PRIVACY STATEMENT (WHERE APPLICABLE)</b>			
Available at <a href="https://www.efca.europa.eu/content/personal-data-protection">https://www.efca.europa.eu/content/personal-data-protection</a>			